



MISHAP REPORTING AND INVESTIGATION

**SUMMARY OF CHANGES**

**Change of reporting personnel.**

CAPR 62-2, 20 May 2014 is supplemented as follows:

**3.a. (Added) CAWG Mishap Reporting.** HQ CAWG must be notified at once in the event of any mishap involving CAWG personnel or equipment. Anyone having knowledge of such an event should immediately notify:

- a. The unit or activity commander, and
- b. The following individuals, IN THE ORDER LISTED, until one person is reached. That person will notify the remainder of the list.

Col Alex C. Kay, CAWG/SE, (C) 310-560-9360, (H) 323-655-8090

Email: alex.kay@cawgcap.org

Lt Col Mike Prusak, CAWG/CV (N), (C) 916-792-5896, (H) 916-792-7909

Email: Michael.Prusak@cawgcap.org

Lt Col Greg Chase, CAWG/CV (S), (C) 805-320-8030, (H) 805-987-7535

Email: Gregory.Chase@cawgcap.org

Lt Col Joe Brickman, CAWG/DO, (C) 602-757-2082

Email: Joseph.Brickman@cawg.cap.gov

Col Alan W. Ferguson, CAWG/CC, (C) 661-477-5045

Email: Alan.Ferguson@cawg.cap.gov

**3.b. (Added)** All mishaps meeting the criteria of First Aid Only/Matter of Record as defined in CAPR 62-2, shall be reported to Wing Headquarters immediately using the procedure stated in 3a above via email addresses. For all other mishaps not meeting criteria of First Aid Only/Matter of Record, notifications are to be made by telephone ONLY. Do not use the radio or other means, as it may seriously compromise subsequent activities. The above notice does not replace the notification by the unit or activity commander required under paragraph 4.a., "Accidents". The unit/activity commander must contact the CAP National Operations Center (NOC) toll free at 888-211-1812, Ext 300. In cases of serious injury or death, coordinate with the CAP General Counsel prior to completing the online Initial Mishap Notification. Otherwise, complete the online Initial Mishap Notification within 48 hours of the mishap.

**3.c. (Added) CAP-USAF notification.** For mishaps involving serious injury, death or significant property damage, the first CAWG staff member listed above who is notified will ensure that the following CAP-USAF officers are notified:

Maj Jeremy Roberts, Det 8 CAP-USAF PLR/DO, (C) 609-556-8203, (W) 530-634-9521, jeremy.roberts@us.af.mil

Mr. Dean Richardson, Det 8 CAP-USAF PLR/ADO, (C) 916-914-5405, dean.richardson.2@us.af.mil

ALAN W. FERGUSON  
Colonel, CAP  
Commander

Certified 29 May 16, Col Alex Kay, SE

**MISHAP REPORTING CONTACT  
PRIORITY (WITHIN 30-60 MIN.):**



1. Event Commander
2. Col Alex Kay, CAWG/SE, (C) 310-560-9360
3. Lt Col Mike Prusak, CAWG/CV(N), (C) 916-792-5896
4. Lt Col Greg Chase, CAWG/CV(S), (C) 805-320-8030
5. Lt Col Joe Brickman, CAWG/DO, (C) 602-757-2082
6. Col Alan Ferguson, CAWG/CC, (C) 661-477-5045
7. Group/Squadron CAPR 62-2 Notification List

**MISHAP REPORTING ACTIONS - CAPR 62-2  
(in order)**



1. Ensure incident or injury is treated and controlled.
2. Gather initial facts concerning mishap (who, what, where, why, when and how).
3. Ensure contacts on opposite side of card are notified.
4. Ensure **BOTH** Step 1 and Step 2 info is inputted into the Safety Management System (SMS) **within 48 hrs.**

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